

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

<u>Job Title:</u>	END/SNE – (POL)
<u>Job Location:</u>	Delegation of the European Union to Angola
<u>Job Number:</u>	318164
<u>Area of activity:</u>	Section: Politics + Press and information
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years

### **Job Content**

#### Overall purpose:

Under the direct supervision of the Head of Delegation (HoD), to contribute to the analysis and reporting on the overall situation and developments in Angola, including at regional level and multilateral level, and in political relations with the EU and Member States. Specifically to contribute to the development of the activities covered by the EU-Angola partnership (the "Joint Way Forward").

#### Functions and Duties

- To advise the Head of Delegation on all political and information issues
- To monitor, analyze and report regularly - as well as on request - on the political situation in Angola as well as on any significant developments
- To maintain close working relations with relevant national authorities, political parties, Member State representatives, civil society representatives, including the private sector, and other relevant stakeholders
- To assist the Head of Delegation in preparing and participating in meetings (including EU co-ordination), conferences, political hearings etc.
- To prepare and assist in missions from EU Headquarters
- To contribute to the presentation, communication and visibility of EU activities
- Under the supervision of the Head of Delegation, to explain and defend the EU's position as appropriate vis-à-vis the national authorities and other host country interlocutors
- Under the supervision of the Head of Delegation, to steer the follow-up to the Joint Way Forward ministerial meeting, in close cooperation with the cooperation section and HQ.
- Contribute to the pre-programming efforts of the delegation and HQ for the upcoming financial instruments.
- To contribute to economic diplomacy activities, ensuring that investment and business climate issues are properly reflected in the Delegation's political work
- To report on regional integration actions and bodies relevant to Angola (SADC, ECCAS, ICGLR, Gulf of Guinea)

### **Job Requirements**

Education and Training: University diploma law, political science, economy, business administration or any other related issue

Knowledge and Experience: Experience of at least 3 years in the abovementioned areas at institutional level; experience of analysis and reporting in third countries (Embassies, International organisations, NGOs, etc.); knowledge of EU institutions, related decisional processes, notably CFSP, development policy, humanitarian policy and the EU's regional, global and multilateral priorities

## **Skills**

- Linguistic skills:** Thorough knowledge of English and French (oral and written) (which are necessary to work with EEAS HQ). Knowledge of Portuguese is an advantage
- Communication skills:** Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Interpersonal skills:** Solid analytical, drafting and reporting skills, fast adaptation to new and challenging situations, good coordination and communication skills, dynamic, motivated and flexible personality, team-worker. Proficiency in main IT tools (Word, Excel, PowerPoint, etc.)
- Intellectual skills:** Rapid grasp of problems, capacity to identify issues and find solutions.

## **Personal Qualities**

Dynamic. Motivated and flexible personality. Strong sense of responsibility and diplomatic capacity to represent the EU institutions, including at high-level, team worker.